

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**EMPLOYMENT SECURITY PROGRAM REPRESENTATIVE-INTERMITTENT - 13651**

Regular Test - No Option

Monthly Salary Range: \$2857 - \$4079

Option SS – Spanish Speaking

Option PO – Polish Speaking

Option CH – Chinese Speaking

All selected options may be listed on one application.

Work responsibilities and assignment: The conditions of employment for the intermittent representative depends upon workload, and may not exceed 1,500 hours a year to satisfy the definition for included positions. A year is identified as October 1 through September 30.

General duties: An Employment Security Program Representative-Intermittent works in a consolidated employment security office, assessing client service needs; taking and processing routine, complex and special claims including interstate, military, other federal or trade readjustments; conducts benefit rights interviews and clarifies eligibility factors; adjudicates contested benefit claims issues, provides routine eligibility determinations; categorizes occupational fields and assigns DOT codes; provides referral, placement and follow-up services on available job orders or training programs; utilizes CRT program for job match and sort; may solicit job orders by telephone; administers Department approved tests; performs reception and intake duties for a combined service operation; processes and extracts data using an automated data system; keeps and processes activity records; refers clients with complex issues and service needs to appropriate office staff.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

3-25-02 City Change, 8-7-98 Opt CH, 11-3-97 ESPR - Grp B (RC-062-14H) Salary 7-1-06

Minimum training and experience: Completion of four years of college with academic background in social/behavioral sciences or business or equivalent training and experience.

Knowledges tested: Interviewing; Job structure and Re-employment assistance; Language skills; ES office practices; Mathematics; Reading comprehension.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility: One year.

Option SS – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to fluently speak and understand Spanish and English. Failure to exhibit this ability will result in disqualification for this option.

Option PO - Polish Speaking: At the time of job interview, eligible will be required to exhibit ability to fluently speak and understand Polish and English. Failure to exhibit this ability will result in disqualification for this option. LIST BOTH THE CODE AND CITY (EXAMPLE: 560 - Chicago).

Option CH - Chinese Speaking: At the time of job interview, eligible will be required to exhibit ability to fluently speak and understand Chinese and English. Failure to exhibit this ability will result in disqualification for this option.

Type of employment: The eligible list resulting from the examination for the Employment Security Program Representative-Intermittent will be utilized to fill throughout the State. Work schedules for Employment Security Program Representative-Intermittent may vary considerably depending upon the workload and the availability of individuals for certain periods of employment. However, only those individuals who are willing to work assigned periods and/or scheduled when needed by the Department of Employment Security are encouraged to apply for this examination. The first three weeks of employment will be on a full-time basis while receiving training for this position.

Localities in which positions are established:

Regular Test -- No option

Option SS -- Spanish Speaking

Option PO -- Polish Speaking

Option CH -- Chinese Speaking

Note: Spanish Speaking (SS) listed after the cities indicates that both options are established and utilized within those cities presently. Cities without (SS) following locality indicates that the regular option is utilized only in that particular city at this time. Due to the irregular nature of the work of the Employment Security Program Representative-Intermittent, it is suggested you select the office (s) nearest your residence. YOU MAY CHOOSE ONE, or TWO OFFICES. LIST BOTH THE CODE AND CITY (EXAMPLE: 500 - Alton).

SEE NEXT PAGE FOR LISTING OF CITIES

**EMPLOYMENT SECURITY PROGRAM REPRESENTATIVE – INTERMITTENT**

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500 Alton	595 Glen Carbon	670 Lombard (SS)
505 Arlington Heights (SS)	600 Effingham	675 Mattoon (SS)
510 North Aurora (SS)	605 Elgin (SS)	680 Maywood (SS)
515 Belleville	610 Evanston (SS)	685 Moline (SS)
525 Bloomington	615 Freeport (SS)	695 Mt. Vernon
530 Bolingbrook (SS)	620 Galesburg (SS)	700 Murphysboro (SS)
535 Burbank (SS)	622 Grayslake (SS)	710 Ottawa (SS)
551 Centralia	635 Harvey (SS)	715 Pekin (SS)
560 Chicago (SS), (PO), (CH)	640 Marion	720 Peoria (SS)
565 Chicago Heights (SS)	645 Jacksonville	725 Quincy (SS)
570 Danville (SS)	650 Joliet (SS)	730 Rockford (SS)
575 Decatur (SS)	655 Kankakee (SS)	735 Springfield
580 DeKalb (SS)	661 La Salle (SS)	740 Sterling (SS)
590 East St. Louis	665 Litchfield	555 Urbana
		755 Woodstock (SS)

Cities listed above include all locations in which positions have been established presently, and does not represent immediate openings. This listing is based on information currently available and is subject to change.